

## **1 FAM 280**

# **BUREAU OF OVERSEAS BUILDINGS OPERATIONS (OBO)**

*(CT:ORG-299; 02-25-2013)*  
*(Office of Origin: OBO)*

## **1 FAM 281 DIRECTOR OF OVERSEAS BUILDINGS OPERATIONS (OBO)**

### **1 FAM 281.1 Responsibilities**

*(CT:ORG-299; 02-25-2013)*

The Director of Overseas Buildings Operations (OBO):

- (1) Reports directly to the Under Secretary for Management (M);
- (2) Assists the Secretary of State and the Under Secretary for Management with formulating policy on the worldwide buildings program abroad for the Department of State and the U.S. Government community serving abroad under the authority of the chiefs of mission;
- (3) Has the rank administratively equivalent to an Assistant Secretary;
- (4) Formulates and directs the implementation of buildings policies abroad to provide safe, secure, and functional facilities for the conduct of U.S. diplomacy and the promotion of U.S. interests worldwide;
- (5) Acts as the Single Real Property Manager for U.S. Government diplomatic and consular real property abroad;
- (6) Advises the Secretary and the Under Secretary for Management on buildings operations matters abroad and supervises the Department's Bureau of Overseas Buildings Operations;
- (7) Establishes building program priorities abroad in accordance with Congressional mandates, program objectives, and policies of the President, the Secretary, the Department, and the bureaus;
- (8) Ensures that facilities abroad are maintained in accordance with generally accepted standards for U.S. Government property management;
- (9) Develops and defends buildings abroad appropriations and authorization requests in the Department and before the Office of Management and Budget and Congressional committees;

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- (10) Decides on the worldwide priorities for the design, construction, acquisition, maintenance, utilization, and sale of real properties and the use of sales proceeds;
- (11) Develops a Long-Range Overseas Buildings Plan and Long-Range Overseas Maintenance Plan;
- (12) Serves as Chairman of the Industry Advisory *Group*, the Washington Interagency Housing Board, and the Interagency Facilities Council;
- (13) Establishes and directs the implementation of an energy conservation program for posts abroad;
- (14) Provides direction and guidance on buildings matters abroad to regional bureaus and other agencies; and
- (15) Has overall substantive and coordinating responsibility for the following Department publications:
  - (a) Subchapter 280, Bureau of Overseas Buildings Operations (OBO), in Volume 1 (Organization and Functions) of the Foreign Affairs Manual; and
  - (b) Foreign Affairs Manual Volume 15 (Overseas Buildings Operations) and its related Foreign Affairs Handbook (15 FAH-1, Facilities Maintenance Handbook) in its entirety.

## **1 FAM 281.2 Organization**

*(CT:ORG-222; 10-29-2009)*

An organization chart of the Bureau of Overseas Buildings Operations (OBO) is found at 1 FAM Exhibit 281.2.

## **1 FAM 281.3 Authorities**

*(CT:ORG-222; 10-29-2009)*

The Bureau of Overseas Buildings Operations (OBO) operates under the following authorities:

- (1) The Foreign Service Buildings Act of 1926 (45 Stat. 971), as amended, 22 U.S.C. 292 et seq.;
- (2) The Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Public Law 99-399), as amended, 22 U.S.C. 4801 et seq.;
- (3) The Secure Embassy Construction and Counterterrorism Act of 1999 (Public Law 106-113), 22 U.S.C. 4865;
- (4) The State Department Basic Authorities Act of 1956 (70 Stat. 890), 22 U.S.C. 2670; and
- (5) Other authorities as appropriate.

# **1 FAM 282 IMMEDIATE OFFICE OF THE DIRECTOR**

## **1 FAM 282.1 Principal Deputy Director (OBO/PDD)**

*(CT:ORG-247; 06-27-2011)*

The Principal Deputy Director of Overseas Buildings Operations (OBO/PDD):

- (1) Assists in formulating and directing the implementation of policies on the worldwide buildings program abroad for the Department of State and the U.S. Government community serving abroad under the authority of the chiefs of mission;
- (2) When so designated, the Principal Deputy Director serves as Acting Director for Overseas Buildings Operations (OBO);
- (3) Has the rank administratively equivalent to a principal deputy assistant secretary;
- (4) Supervises the Managing Director for Program Development, Coordination and Support (OBO/PDCS) and the Managing Director for Construction, Facility and Security Management (OBO/CFSM); and
- (5) Performs such duties as may be assigned by the Director.

## **1 FAM 282.2 Deputy Director (OBO/DD)**

*(CT:ORG-247; 06-27-2011)*

The Deputy Director of Overseas Buildings Operations (OBO/DD):

- (1) Assists in formulating and directing the implementation of policies on the worldwide buildings program abroad for the Department of State and the U.S. Government community serving abroad under the authority of the chiefs of mission;
- (2) Has the rank administratively equivalent to a deputy assistant secretary;
- (3) Supervises the Managing Director for Operations (OBO/OPS) and the Managing Director for Planning and Real Estate (OBO/PRE); and
- (4) Performs such duties as may be assigned by the Director.

## **1 FAM 282.3 Executive Assistant (OBO/EXEC)**

*(CT:ORG-222; 10-29-2009)*

The Executive Assistant (OBO/EXEC):

- (1) Acts as chief of staff and staff aide to the Director of the Bureau of Overseas Buildings Operations and that officer's principal subordinates,

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directing the flow of action and information documents to and from them, ensuring coordination and completion of action;

- (2) Manages an automated recordkeeping system to properly document actions taken by the Director and other senior officials;
- (3) Serves as the Director's liaison with all Department offices and bureaus, to include the Office of the Secretary, Deputy Secretaries, Under Secretaries and other U.S. Government agencies, relaying, interpreting, and offering guidance on issues relevant to the Director and OBO; and
- (4) Supervises the special assistants and staff assistant to ensure the timely flow of information to the principal officers of the bureau.

## **1 FAM 282.4 External Affairs (OBO/EA)**

*(CT:ORG-299; 02-25-2013)*

External Affairs (OBO/EA):

- (1) Reports to the Director of the Bureau of Overseas Buildings Operations;
- (2) Is responsible for the bureau's interface with the Congress, industry, and general public;
- (3) Serves as the bureau focal point for managing the implementation of outreach programs including relations with the press affecting OBO activities and involving the Director, senior officials, or other representatives of OBO;
- (4) Supports and coordinates the Federally-Chartered Industry Advisory *Group*. External Affairs also plans, coordinates, and implements industry outreach programs;
- (5) Prepares and disseminates bureau communications including the newsletter, Stewardship Report, and all bureau-wide publications;
- (6) Serves as speechwriter and provides presentation support for the Director and Deputy Directors;
- (7) Manages the OBO Photo Library; and
- (8) Manages the OBO Internet sites.

## **1 FAM 283 MANAGING DIRECTOR FOR PLANNING AND REAL ESTATE (OBO/PRE)**

*(CT:ORG-299; 02-25-2013)*

The Managing Director for Planning and Real Estate (OBO/PRE):

- (1) Advises the Director of the Bureau of Overseas Buildings Operations on long-range and strategic facility planning and real property programs and

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policies for the Department of State and the U.S. Government community serving abroad;

- (2) Directs, in coordination with other OBO and Department offices, the Department's asset management program including real property acquisition and disposal plans for Department of State facilities abroad; analyzes international real estate market conditions and conducts financial evaluations of properties proposed for acquisition abroad;
- (3) Oversees development of the Asset Management Plan and related deliverables to the Office of Management and Budget in coordination with other Department bureaus and relevant U.S. Government agencies;
- (4) Oversees OBO's strategic facility planning, long-range master planning, and development of new planning and real estate initiatives for the U.S. Government community serving under chief of mission authority;
- (5) Represents the Department in high-level property negotiations with other foreign governments and oversees all property negotiations for the acquisition of real property through purchase, property exchange, lease, joint venture (public/private partnerships for staff housing) or other innovative methods;
- (6) Directs the U.S. Government-wide Capital Security Cost-Sharing Program and the development of OBO's facility planning and programming processes, in coordination with other OBO offices, including developing the Long-Range Overseas Buildings Plan and the Long-Range Overseas Maintenance Plan (LROBP and LROMP);
- (7) Directs the real property management program abroad, including reviewing lease costs and strategies to control them, identifying surplus or uneconomical properties, and analyzing and managing a database of worldwide overseas real property holdings;
- (8) *Is responsible for reporting Federal Real Property Profile (FRPP) for State;*
- (9) *Directs the sale and decommissioning of properties;*
- (10) *Is accountable for management of the leasehold account and the oversight of the global portfolio of owned and leased properties; and*
- (11) *Provides direct management oversight to the following OBO/PRE offices:*
  - (a) *Office of Master Planning and Evaluations (OBO/PRE/MPE);*
  - (b) *Office of Real Property Leasing (OBO/PRE/RPL);*
  - (c) *Office of Acquisitions and Disposals (OBO/PRE/OAD); and*
  - (d) *Office of Strategic Planning (OBO/PRE/OSP).*

## **1 FAM 283.1 Office of Master Planning and Evaluations (OBO/PRE/MPE)**

(CT:ORG-299; 02-25-2013)

*The Office of Master Planning and Evaluations (OBO/PRE/MPE):*

- (1) Directs and prepares Master Plans and Facility Plans providing a comprehensive overview of a specific post's facility needs, including optimum utilization of existing sites and assets, rehabilitation of existing facilities, construction of new facilities, etc.;*
- (2) Performs financial analyses which provide a "go" or "no-go" decision on the economic feasibility of proposed real estate actions;*
- (3) Undertakes new initiatives by evaluating long-term trends and exploring opportunities for improved real estate and property management;*
- (4) Provides appraisal, appraisal review services, market studies, and financial analysis to support acquisitions, dispositions, and leases of real estate assets abroad as well as the long-range planning of facilities; and*
- (5) Develops plans to reinvest the proceeds from selling excess or underutilized property into high-yield or other important assets.*

## **1 FAM 283.2 Office of Real Property Leasing (OBO/PRE/RPL)**

(CT:ORG-299; 02-25-2013)

*The Office of Real Property Leasing (OBO/PRE/RPL):*

- (1) Provides real property management support and direction to posts abroad, including establishing and maintaining current policies and regulations;*
- (2) May conduct or oversee activities associated with major lease activities including fit-outs, build-to-leases, and related design and construction work by the tenant and/or the landlord;*
- (3) Develops guidelines and procedures governing the leasing of real property abroad for publication in 15 FAM 300 and in other official Department directives;*
- (4) Conducts or oversees the statutorily required review of all leases with terms in excess of current policy guidelines;*
- (5) Prepares projections of current leasing costs and develops proposals to control them;*
- (6) Provides guidance to posts abroad regarding negotiations, market surveys, and leasing strategies to ensure efficient and effective leasing procedures and to limit costs;*



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- (7) Develops, promotes, and implements projects to improve post management of their property programs, to ensure efficient and effective property management and to limit costs; and*
- (8) Manages on a day-to-day basis the leasehold account and the global portfolio of leased properties and advises the Managing Director OBO/PRE on the management of these accounts.*

## **1 FAM 283.3 Office of Acquisitions and Disposals (OBO/PRE/OAD)**

*(CT:ORG-299; 02-25-2013)*

*The Office of Acquisitions and Disposals (OBO/PRE/OAD):*

- (1) Advises the Managing Director for Planning and Real Estate on the formulation and implementation of site acquisition programs and policies for the Department of State and U.S. Government facilities abroad;*
- (2) Manages the new embassy compound (NEC) site acquisition program by identifying, evaluating, and acquiring sites for all posts scheduled to participate each fiscal year in the NEC program;*
- (3) Develops guidelines and procedures for performing economic analyses of real estate site alternatives;*
- (4) Conducts negotiations with foreign governments related to the Department's real property rights or interests;*
- (5) Provides international real estate program management support and direction for posts abroad, including establishing and maintaining current policies and regulations related to the acquisition and disposal of Department-managed real property;*
- (6) Plans, directs, and manages the development, coordination, and execution of the real property acquisition and disposal programs and the implementation of asset management initiatives for the Department's properties abroad, providing advice and guidance to the Department, post officials, and other U.S. Government agencies;*
- (7) Conducts negotiations for the acquisition of real property through sale, purchase, exchange, lease, easement, right-of-way, joint-venture, or other acquisition/disposal methods;*
- (8) Develops annual and long-range real property acquisition and disposal plans for Department-managed real property abroad, including office buildings, support facilities, multi-use compounds, and residential properties;*
- (9) Reviews real property assets abroad to identify property that is surplus, undeveloped, or uneconomic to retain; makes recommendations on replacement or other disposition; and develops annual and long-range*

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*projections of anticipated real property sale proceeds; and*

*(10)Manages the decommissioning of functional properties abroad in advance of disposition.*

## **1 FAM 283.4 Office of Strategic Planning (OBO/PRE/OSP)**

*(CT:ORG-299; 02-25-2013)*

*The Office of Strategic Planning (OBO/PRE/OSP):*

- (1) Manages the OBO long-range planning process, developing the Long-Range Overseas Buildings Plan (LROBP) and the Long-Range Overseas Maintenance Plan (LROMP);*
- (2) Serves as the single point of contact for gathering accurate post staffing data from the regional bureaus and from the Office of Management Policy, Rightsizing, and Innovation (M/PRI);*
- (3) Manages the Federal Real Property Initiative for the Department, including developing the Asset Management Plan and related deliverables to the Office of Management and Budget in coordination with the Bureau of Administration;*
- (4) Serves as liaison and initial point of contact between OBO and other bureaus in the Department and other U.S. Government agencies on priority of capital projects;*
- (5) Plans and manages the Capital Security Cost-Sharing (CSCS) Program requiring all U.S. Government agencies with a presence abroad to contribute funds for a capital construction program to build new diplomatic facilities;*
- (6) Administers and manages an automated management information system to maintain records of the Department's leased and owned real property holdings abroad and, as the system's real property program manager, compiles and analyzes all user requests for changes and develops requirements necessary for systems analysis by the Information Resource Management Division (OBO/RM/EX/IRM);*
- (7) Serves as liaison with all user communities; plans and manages implementation of the automated real property system at sites abroad; and develops and delivers real property module training to user communities abroad;*
- (8) Serves as custodian of real property title files and property records for the Department's real estate holdings abroad;*
- (9) Maintains records of real property identified as surplus, undeveloped, or uneconomic to retain and provides supporting analysis from the housing program perspective on the retention or disposal of housing;*



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- (10) Represents State in Federal Real Property Council (FRPC), the Real Property Advisory Committee (RPAC), and all federal real property related committees and meetings. The OBO Director may appoint other OBO representatives to these committees and meetings;*
- (11) Coordinates and manages the annual Federal Real Property Profile (FRPP) submission for State;*
- (12) Represents State at the FRPP working group; and*
- (13) Serves as the point of contact for all federal real property related tasks and communications from the Office of Management and Budget.*

## **1 FAM 284 MANAGING DIRECTOR FOR PROGRAM DEVELOPMENT, COORDINATION, AND SUPPORT (OBO/PDCS)**

*(CT:ORG-222; 10-29-2009)*

The Managing Director for Program Development, Coordination, and Support (OBO/PDCS):

- (1) Advises the Director of the Bureau of Overseas Buildings Operations (OBO) on the development and delivery method of funded capital-construction and noncapital programs, except for those related to technical programs managed by the Managing Director for Operations (OBO/OPS);
- (2) Oversees three functional offices that provide design and engineering, cost management, and project management services for assigned projects abroad and a program management office for projects with uniquely complex security issues;
- (3) Formulates criteria and guidelines and implements related policies and standards for functional areas of responsibility;
- (4) Provides guidance to the Office of Design and Engineering (OBO/PDCS/DE) in selecting architectural and engineering (A/E) firms for OBO design contracts, and chairs OBO's Architecture and Engineering Council (AEC) for the selection of A/E firms; and
- (5) Provides direct management oversight to the following OBO/PDCS offices:
  - (a) Office of Cost Management (OBO/PDCS/COST);
  - (b) Office of Design and Engineering (OBO/PDCS/DE);
  - (c) Office of Project Development and Coordination (OBO/PDCS/PDC); and
  - (d) Office of Special Projects Coordination (OBO/PDCS/SPC).

### **1 FAM 284.1 Office of Cost Management**

## **(OBO/PDCS/COST)**

*(CT:ORG-299; 02-25-2013)*

The Office of Cost Management (OBO/PDCS/COST):

- (1) Identifies all costs associated with OBO projects, during all stages of project development, from concept to construction completion;
- (2) Prepares Current Working Estimates (CWEs) for all OBO projects that cost over \$1 million, and for OBO projects under \$1 million as requested by other OBO staff. The CWEs comprise all project costs including site maintenance and development plan, construction, design, planning, travel, risk, contingency reserve, project supervision, construction security, furniture and furnishings, etc.;
- (3) Recommends alternatives to project management that improve function and value to the U.S. Government and taxpayers;
- (4) Prepares independent U.S. Government estimates for any contractual action taken during project planning, development, and execution;
- (5) Develops site mitigation cost estimates;
- (6) Manages a value-engineering (VE) program to evaluate all projects over \$1 million during the planning, design, and construction phases, ensuring that projects provide essential user requirements at lowest life-cycle costs, and acts as contracting officer's representative on all indefinite delivery-indefinite quantity VE contracts;
- (7) Performs quality control/assurance of project costs, including program-wide comparisons and analyses, International Project Risk Assessment (IPRA), Life-Cycle Cost Analysis; and
- (8) Evaluates pricing/cost changes program-wide including tracking of cost trends and maintaining data on actual versus projected costs.

## **1 FAM 284.2 Office of Design and Engineering (OBO/PDCS/DE)**

*(CT:ORG-299; 02-25-2013)*

The Office of Design and Engineering (OBO/PDCS/DE):

- (1) Directs design management of OBO's construction program, including developing scopes of work, monitoring designs from schematic and design development to construction documents, maintaining established design budgets and completion schedules, and monitoring and evaluating design firm performance;
- (2) Designates design managers to serve as contracting officer's representatives for design contracts with private-sector architectural and

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engineering (A/E) firms, including primary responsibility for evaluating performance, and providing technical support for contracting offices in the solicitation and acquisition of design services;

- (3) Develops, coordinates, and maintains all applicable standards, criteria, and guidelines for facility design and performance that define the physical characteristics and requirements of U.S. diplomatic missions abroad; performs role of building *authority to implement building* codes; to confirm the technical adequacy of construction plans and documents and through issuance of building permits; and manages space standards and the development of space programs that align with those standards;
- (4) Coordinates an integrated design review process for project drawings, specifications, and associated documents to ensure assigned projects meet contract requirements, including programmed scope of work and related design budgets, codes, criteria, and accepted practices; coordinates design issues resolution and provides design quality assurance reviews within OBO and with design A/E firms; facilitates the resolution of design-related security classification issues per published classification guides and Department of State *policies or* regulations;
- (5) Provides primary support for the selection of A/E firms:
  - (a) Chairs and participates on pre-selection boards and technical evaluation panels;
  - (b) Coordinates the Architecture and Engineering Council chaired by the Managing Director *OBO/PDCS*; and
  - (c) Acts as contracting officer's representative for global indefinite delivery-indefinite quantity design services;
- (6) Provides design and engineering expertise in architecture, landscape architecture, space programming, space planning, interior design, accessibility, sustainability, civil, structure, seismic, blast, geotechnical, electrical, mechanical (including plumbing and environmental security), telecommunications, radio frequency (rf) and acoustical shielding, and physical security engineering;
- (7) Establishes policy and procedures for A/E selection and design/building pre-qualification and technical evaluation in coordination with other OBO offices and the Bureau of Administration's Office of Logistics Management (A/LM);
- (8) Develops and maintains, in coordination with other bureaus and agencies, OBO design criteria for office telecommunications systems and radio frequency and acoustical shielding and develops scopes of work for those services;
- (9) Oversees *design*, installations, and acceptance testing for structured telecommunications cabling systems;

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- (10) Oversees installations and acceptance testing for the telephone private branch exchange (pbx) and instruments (i.e., handsets) for new embassy compounds;
- (11) Oversees *design*, fabrications, installation, and acceptance testing for rf and acoustical shielding;
- (12) Manages OBO's energy conservation investment program; establishes design criteria to ensure that building projects are designed and executed in accordance with applicable energy conservation laws and executive orders; conducts energy conservation surveys on existing facilities and implements cost-effective recommendations per Executive Order 13123; and prepares OBO energy reports to meet Federal energy reporting requirements;
- (13) Manages OBO's natural hazards functional program as the contracting officer's representative; performs risk assessments and mitigation studies to assist with facility management decisions in planning property acquisitions, major renovations, and leasing;
- (14) Monitors design compliance with Federal accessibility laws and standards and performs accessibility surveys to assist property management decisions;
- (15) Assists with the procurement of specialized U.S. Government-furnished equipment;
- (16) Manages the receipt, distribution, and tracking of design submittals for all types of OBO design projects:
  - (a) Maintains a central electronic and hard copy archive of facility plans, as-built drawings, specifications, and other planning, design, and construction documents; and
  - (b) Maintains a comprehensive reference library of building codes, criteria, standards, and other technical literature and selected products to support OBO's design and construction requirements.
- (17) Evaluates, develops, and tests new construction products and implementation recommendations; monitors new technology in building and facility systems; incorporates approved applications; and manages the Lessons Learned Program for design standards, criteria, and processes;
- (18) Assists the *Directorate for* Planning and Real Estate (OBO/PRE) in project planning and programming phases, i.e., project design definition, value engineering, off-site utilities, and other technical design support;
- (19) Assists the Office of *Acquisitions and Disposals, in the Directorate for* Planning and Real Estate (*OBO/PRE/OAD*) in the selection of new building sites and properties, and in property disposal activities;
- (20) Coordinates with the Office of Facility Management (OBO/CFSM/FAC) and

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the Office of Fire Protection (OBO/OPS/FIR) in evaluating and selecting design criteria and standards governing operations, maintenance, and repair requirements;

- (21) Assists OBO's Office of Construction Management (OBO/CFSM/CM) in evaluating construction submittals, A/E design liability issues and resolution, and in evaluating construction contractor claim issues and resolution; and
- (22) Develops and implements, with the Information Resource Management Division (OBO/RM/EX/IRM), an OBO computer utilization plan to maximize the use of computer-aided technology for design services.

## **1 FAM 284.3 Office of Project Development and Coordination (OBO/PDCS/PDC)**

*(CT:ORG-299; 02-25-2013)*

The Office of Project Development and Coordination (OBO/PDCS/PDC):

- (1) Is responsible for providing project management of OBO's capital and noncapital programs, including coordination of functional elements within OBO and communication with affected stakeholders;
- (2) Provides a life-cycle view of assigned projects from inception through the end of the warranty period and contract close-out;
- (3) Assists *the Office of Strategic Planning, in the Directorate for Planning and Real Estate (OBO/PRE/OSP)* in strategic planning and coordination of site acquisition;
- (4) Directs and coordinates the development of scope, schedule, budget, and delivery methods for major OBO projects;
- (5) Leads OBO's acquisition activities of assigned projects in coordination with and support of the Bureau of Administration's Office of Logistics Management (A/LM), including development of the solicitation and supporting documentation and contract award;
- (6) Leads a multi-disciplinary team of subject-matter experts composed of professionals from throughout OBO to support CFSM-led field activities following construction contract award and, jointly with CFSM, reports project status to OBO's Director and other stakeholders;
- (7) Ensures that lessons learned are collected for assigned projects and provided to the Lessons Learned Program for continuous improvement; and
- (8) Coordinates OBO assistance to the Office of Foreign Missions, Bureau of Diplomatic Security (DS/OFM), to obtain bilateral agreements exempting construction and renovation projects from value-added tax and sales tax by host countries.

## **1 FAM 284.4 Office of Special Projects Coordination (OBO/PDCS/SPC)**

*(CT:ORG-299; 02-25-2013)*

The Office of Special Projects Coordination (OBO/PDCS/SPC):

- (1) Directs, coordinates, and executes all aspects of special projects, so designated by the OBO Director, due to their unique security requirements;
- (2) Is responsible for planning, funding, design, construction, commissioning, and security of new, safe, secure, and functional capital construction projects, as assigned by the OBO Director;
- (3) Coordinates with offices, bureaus, departments, and agencies the planning, funding support requirements, and the timely implementation and execution of the projects;
- (4) Is comprised of an office director and support staff. All other staff are seconded based on the recommendation of an OBO deputy director, in consultation with one or more managing directors, and the approval of the OBO Director;
- (5) Ensures zero tolerance for security compromise by developing, coordinating, and implementing project security policies and procedures, training personnel, and monitoring compliance;
- (6) Coordinates, directs, and manages the information security, technical security, physical security, industrial security, secure logistics, transit security, and construction security programs for the projects;
- (7) Works closely with DS and the Intelligence Community to ensure the integrity of the projects;
- (8) Determines requirements and administers, through an assigned contracting officer in the Bureau of Administration's Office of Logistics Management (A/LM), all contracts necessary to execute and support the projects;
- (9) Coordinates, controls, and accounts for all project funds;
- (10) Coordinates, directs, and provides contract management, with contracting officer's representative responsibilities for the planning, design, construction, commissioning, and security of the projects;
- (11) Participates in project site acquisitions, which are the purview of OBO/PRE;
- (12) Participates in the development and negotiation of conditions of construction agreements with host countries; and
- (13) Collaborates with the Bureau of Information Resource Management (IRM) on the development, planning, implementation, and operation of a unique secure Information Technology system linking secure computer systems together with a secure teleconferencing system between OBO/PDCS/SPC, the stakeholders, major contractors, and the project sites.



# **1 FAM 285 MANAGING DIRECTOR FOR CONSTRUCTION, FACILITY, AND SECURITY MANAGEMENT (OBO/CFSM)**

*(CT:ORG-222; 10-29-2009)*

The Managing Director for Construction, Facility, and Security Management (OBO/CFSM):

- (1) Advises the Director of the Bureau of Overseas Buildings Operations (OBO) on the management of all aspects of the execution of capital construction projects and major noncapital projects;
- (2) In coordination with other OBO offices, manages facilities, construction, commissioning, and construction security activities;
- (3) Advises the Director of OBO on facility operations and maintenance programs abroad;
- (4) Manages facility maintenance and repair and small project support for posts abroad;
- (5) Formulates management criteria and guidelines and implements related policies and standards, including security and safety, for new office buildings, major renovations, and upgrade projects for Department facilities abroad; and
- (6) Provides direct management oversight to the following OBO/CFSM offices:
  - (a) Office of Construction Management (OBO/CFSM/CM);
  - (b) Office of Facility Management (OBO/CFSM/FAC); and
  - (c) Office of Security Management (OBO/CFSM/SM).

## **1 FAM 285.1 Office of Construction Management (OBO/CFSM/CM)**

*(CT:ORG-299; 02-25-2013)*

The Office of Construction Management (OBO/CFSM/CM):

- (1) Is responsible for OBO's construction program, including leading the coordination of the contractual design activities, in conjunction with other offices, on design/build projects and construction and commissioning on design/build and design/bid/build projects;
- (2) Recommends, develops, and implements project execution strategies, policies, and procedures for the management and oversight of design/build and other construction projects;
- (3) Coordinates, controls, and is accountable for all project funds for projects,

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including approval of all expenditures and allotments of funds;

- (4) Develops appropriate contract period of performance for all design/build and design/bid/build construction projects;
- (5) Conducts on-site construction management of OBO construction projects and plans staffing, budget, and organizational structure for all construction project field offices;
- (6) Performs constructability reviews of design drawings and specifications, and assists other offices with value-engineering analyses during their preparation;
- (7) In conjunction with the Bureau of Administration's Office of Logistics Management (A/LM):
  - (a) Assists in solicitations and awards for design/build and other construction contracts;
  - (b) Serves as the contracting officer's representative on design/build and other construction projects;
  - (c) Manages design/build and construction projects, ensuring conformity with contract requirements and completions on time and within budget;
  - (d) Develops and implements a system for managing and controlling changes in construction costs, schedules, and scopes of work;
  - (e) Develops and implements a contract actions checklist;
  - (f) Prepares construction contractor performance evaluations; and
  - (g) Ensures archiving of project completion files generated at the site.
- (8) Provides primary support for the selection of the construction firms; participates on pre-selection boards for construction contracts for design/build and design/bid/build projects;
- (9) Designates project directors (PDs) to serve as contracting officer's representatives with limited contracting officer warrants for design/build contracts and construction contracts for design/bid/build projects;
- (10) Coordinates the integrated design review process for project drawings, specifications, and associated documents, in conjunction with other offices, to ensure that the project meets scope, cost, and schedule goals;
- (11) Monitors construction contractor quality control and on-site safety and security programs to ensure compliance with contract requirements and Department and Overseas Security Policy Board (OSPB) security policies and standards;
- (12) Implements construction security for construction projects and provides on-site field supervision of the site security manager provided by OBO's Office of Security Management (OBO/CFSM/SM);

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- (13) Coordinates with DS to ensure that projects are certified and accredited in compliance with current Department and OSPB security policies and standards;
- (14) Coordinates with other U.S. Government technical support offices during the construction and commissioning project phases, ensuring proper completion and approval of facilities for occupancy;
- (15) Ensures that OBO/CFSM/CM project participants confirm the technical adequacy of construction plans and documents and that this documentation is appropriately classified in accordance with published classification guides and protected in accordance with Department of State regulations;
- (16) Develops project reporting formats and prepares timely and comprehensive project performance status reports;
- (17) Develops and manages OBO's architectural and engineering design liability program in coordination with other offices;
- (18) Participates in reviewing long-range construction plans, programs, funding, schedules, and scope of work, and advises OBO/CFSM's Managing Director of the feasibility for project execution;
- (19) Maintains membership in professional organizations and performs industry outreach activities to ensure that standards and practices used on OBO projects are current and of high quality;
- (20) Manages consultant contracts as necessary to provide expert support to the projects for commissioning, scheduling, and claims; and
- (21) Provides, through the project directors, a single point of contact, responsibility, and accountability for project issues during construction.

## **1 FAM 285.2 Office of Facility Management (OBO/CFSM/FAC)**

*(CT:ORG-299; 02-25-2013)*

The Office of Facility Management (OBO/CFSM/FAC):

- (1) Provides management, engineering, and technical expertise and support to posts and Department of State offices for the operation, maintenance, reliability, repair, and minor construction necessary to restore or retain functionality of facilities abroad;
- (2) Develops policies, regulations, procedures, and maintenance staffing requirements for the efficient operation, maintenance, reliability, repair, minor construction, and environmental remediation efforts for facilities abroad;
- (3) Provides maintenance expertise and support to all Department of State

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facilities abroad through timely recruitment, training of qualified facility managers (FMs), and administers career development for the Facility Manager Program;

- (4) Provides maintainability, reliability, and operational requirements and reviews for planning, design, construction, and acceptance of new or major renovated office buildings at posts abroad;
- (5) Provides management engineering expertise and support necessary to remediate hazardous material contamination affecting water quality, underground storage tanks, asbestos, lead, PCBs, and other environmental site contamination at posts abroad;
- (6) Assesses post facilities to ascertain maintenance, repair, and minor construction funding and execution requirements, and to determine maintenance and repair baselines and the backlog of maintenance and repair; receives and evaluates data from Annual Inspection Summaries, and Annual Facility Condition Surveys from posts abroad;
- (7) Manages roof and exterior waterproofing, vertical transportation (elevators, escalators), and all power systems for posts abroad; and serves as Authority Having Jurisdiction (AHJ) for all vertical transportation systems;
- (8) Manages the maintenance and repair of all post communications centers (PCCs) worldwide;
- (9) Provides and coordinates professional and technical training in maintenance and repair for facility maintenance personnel;
- (10) Provides operations and maintenance assistance to develop, restore, and retain program systems and equipment in these facilities;
- (11) Investigates operational failures, facility systems failures, or environmental/hazardous contaminations at posts abroad when the incident results in unexpected repair or remediation, mission capability interruption, a large monetary loss, or when in the best interests of the Department;
- (12) Coordinates, administers, and distributes funds to posts for all routine maintenance and repair activities for U.S. Government-owned and *capital* leased real property. The office also coordinates, administers, and distributes funds to posts for all building maintenance expenses for all nonresidential real property (U.S. Government-owned *and* leased *properties*);
- (13) Provides support to posts in transitioning into new facilities and hiring the appropriate staff, *and provides* assistance to post management with budgeting, warranty, *punch list*, and latent defect issues after the OBO on-site construction project director has departed; and
- (14) Provides support to posts in obtaining contracted design services for small post projects and provides an on-site project coordinator to assist post in

managing the project.

## **1 FAM 285.3 Office of Security Management (OBO/CFSM/SM)**

*(CT:ORG-299; 02-25-2013)*

The Office of Security Management (OBO/CFSM/SM):

- (1) Directs and monitors adherence to construction, physical, and technical security policies and standards for new office buildings, major renovations, and other upgrade projects for Department of State facilities abroad to prevent physical or technical compromise during construction;
- (2) Reviews all projects for applicability and compliance with construction, technical, and physical security requirements; acts as OBO physical security code official and is responsible for updating OBO physical security specifications, details, and security hardware;
- (3) Prepares technical and physical security scopes of work and construction security specifications for inclusion in OBO construction or renovation contracts;
- (4) Prepares construction security plans and coordinates transit security planning for shipment of controlled materials to construction sites;
- (5) Plans, deploys, and oversees on-site construction security staffing and budgets for construction and technical security, as appropriate, in support of OBO construction or renovation projects, from initiation through approval for occupancy;
- (6) Implements and monitors security programs at sites to ensure compliance with contract requirements and Overseas Security Policy Board standards;
- (7) Develops project security cost and schedule reporting formats and monitors results for timely and comprehensive adherence for individual projects;
- (8) Manages the deployment and support of direct-hire and/or personal services contractor site security managers (SSMs) for these projects;
- (9) Manages the selection, deployment, and maintenance of temporary physical and technical security equipment used to secure construction sites, or oversees contractor implementation of this effort when applicable, and directs the design and installation of permanent physical and technical security systems for OBO projects;
- (10) Provides contracting officer's representative support for technical security systems installation contracts and cleared American guard/construction surveillance technician contracts supporting OBO projects;
- (11) Provides primary support for the selection of the technical security systems

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installation and cleared American guard/construction surveillance technician contracts, participates on selection boards for these contracts, prepares contractor performance evaluations, conducts quality assurance and contract compliance visits, ensures contracts are adequately funded, and provides contract guidance to SSM personnel as required;

- (12) Manages the overall Compound Security Upgrade Program, including OBO soft-target security upgrade activities, in coordination with DS, other bureaus, OBO offices, and posts—identifying and funding projects, preparing program budgets and long-range planning documents, and monitoring program performance;
- (13) Monitors security upgrade projects at existing facilities from initiation through expiration of the warranty periods, and ensures construction site security programs are implemented per construction security plans;
- (14) Manages the SM maintenance, repair, and replacement programs for forced-entry and ballistic-resistant products;
- (15) Serves as OBO's primary liaison office with DS on all security matters relating to the design, construction, and maintenance of Department of State facilities abroad, including the Congressional certification and accreditation process under Public Law 100-204;
- (16) Manages OBO's quality assurance program to ensure technical security systems designs are correct, constructible, appropriate, and in compliance with Department and Overseas Security Policy Board security policies and standards;
- (17) Conducts field tests on new security products and systems, and provides feasibility and applicability findings to DS for inclusion on approved products and equipment lists;
- (18) Ensures that project documentation maintained at construction sites is appropriately safeguarded in accordance with published classification guides and protected in accordance with Department of State regulations;
- (19) Develops and implements specialized construction security awareness and training programs, in coordination with DS, for OBO construction implementation contractor personnel;
- (20) Maintains physical and technical security emergency fly-away kits, and deploys these kits when directed by the OBO Director;
- (21) Conducts commissioning of physical and technical security systems for OBO projects; and
- (22) Ensures archiving of construction security project files generated at construction sites.



# **1 FAM 286 MANAGING DIRECTOR FOR OPERATIONS (OBO/OPS)**

*(CT:ORG-222; 10-29-2009)*

The Managing Director for Operations (OBO/OPS):

- (1) Advises the Director of the Bureau of Overseas Buildings Operations on facility operations and programs abroad;
- (2) As one of two Deputy Designated Agency Safety and Health Officials, assists the Medical Director in meeting his or her Occupational Safety and Health Administration (OSHA)-related responsibilities as the Department's Designated Agency Safety and Health Official (DASHO). The Managing Director ensures adequate support and resources for implementation of the safety, health, and environmental management program abroad;
- (3) Oversees liaison between posts and OBO and between OBO and regional bureaus on all facility issues, including support and coordination with other OBO offices, for example on post housing programs and management of the Department's leasehold account; and
- (4) Provides direct management oversight to the following offices:
  - (a) Office of Area Management (OBO/OPS/AM);
  - (b) Office of Art in Embassies (OBO/OPS/ART);
  - (c) Office of Fire Protection (OBO/OPS/FIR);
  - (d) Office of Residential Design and Cultural Heritage (OBO/OPS/RDCH); and
  - (e) Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM).

## **1 FAM 286.1 Office of Area Management (OBO/OPS/AM)**

*(CT:ORG-222; 10-29-2009)*

The Office of Area Management (OBO/OPS/AM):

- (1) Initiates and participates in the development and implementation of program policy in support of posts abroad;
- (2) Advises OBO's Director, deputy directors, and managing directors on program and post support activities;
- (3) Serves as OBO's primary contact with posts for planning and managing OBO post support;
- (4) Provides post-specific information and advice to OBO elements, regional

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bureaus, the Department, and other U.S. Government agencies;

- (5) Identifies program requirements for special maintenance and repair and minor improvements for posts and coordinates and prioritizes such projects;
- (6) Initiates and ensures coordination of real property-related projects at posts by various elements of OBO, the Department, regional bureaus, and other U.S. Government agencies;
- (7) Inspects facilities abroad to evaluate special project requirements (including energy conservation), advises post on real property matters, and assists with emergency problems;
- (8) Coordinates, administers, and distributes funds to posts for all leases;
- (9) Assists in the assessment and execution of real property acquisition and disposal;
- (10) Participates in analyses of facility requirements, including identifying major renovation or new construction needs, developing post master plans, preparing budget submissions and justifications, and prioritizing such projects;
- (11) Directs and coordinates Post Occupancy Evaluations (POEs) of completed new construction and major renovation projects; and
- (12) Acts as OBO's interagency liaison.

## **1 FAM 286.2 Office of Art in Embassies (OBO/OPS/ART)**

*(CT:ORG-299; 02-25-2013)*

The Office of Art in Embassies (OBO/OPS/ART):

- (1) Creates, plans, negotiates and administers, in collaboration with chiefs of mission, a program of international cultural communications and public diplomacy by exhibiting original works of art in all media in the representational areas of chiefs of mission residences;
- (2) Negotiates loans and print and Web reproduction rights for works of art obtained through loan from museums, galleries, institutions, artists, and corporate and private collectors for exhibitions in chiefs of mission residences;
- (3) Provides insurance coverage; arranges packing and shipping of exhibitions; and provides posts with detailed instructions for receipt, *installation*, and care of the works of art;
- (4) Monitors art placement locations and conditions, and provides detailed handling and shipping instructions for the works of art at the end of each chief of mission's tenure at post;

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- (5) *Subject to the availability of funds, produces* an exhibition catalog for use as a public diplomacy and educational tool, which becomes an invaluable resource for U.S. diplomatic efforts worldwide;
- (6) Selects and funds a limited number of artists per year to participate in the American *Artist Exchange*/Artists Abroad program and coordinates with posts for artists to travel abroad to conduct short-term cultural programs;
- (7) Oversees all aspects of the arts programming for the Capital Security Construction Projects including selection, acquisition, shipping, placement, *and installation* of permanent collections connected culturally to the host country; *has final authority over the placement, installation, de-installation, and relocation of permanent collections*; manages art project funds; and
- (8) Maintains an inventory of works loaned to or owned by OBO/OPS/ART on behalf of the U.S. Government.

## **1 FAM 286.3 Office of Fire Protection (OBO/OPS/FIR)**

*(CT:ORG-222; 10-29-2009)*

The Office of Fire Protection (OBO/OPS/FIR):

- (1) Develops and manages the Department's fire protection program abroad, under the direction of the Managing Director for Operations, to ensure proper life safety and property protection for personnel and facilities abroad;
- (2) Performs fire safety evaluations of all posts abroad to identify and assist in correcting fire safety deficiencies and hazards, conducts post personnel training in fire prevention and fire extinguisher use, and assesses host-country fire protection service capability;
- (3) Monitors the status and ensures the integrity of fire protection systems and equipment at posts abroad, and provides on-site training for system operation and maintenance purposes;
- (4) Provides design and engineering expertise in fire protection;
- (5) Holds software licenses for each system and controls their operation and modification to ensure the integrity of fire protection systems abroad;
- (6) Evaluates new fire protection systems and methods for application in Department of State facilities abroad, working with other agencies and bureaus to harmonize security and life safety requirements and equipment;
- (7) Develops fire protection criteria, standards, and policies for conducting fire safety evaluations. Ensures that designs conform to fire protection standards for the installation, operation, and maintenance of installed fire protection systems for posts abroad;

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- (8) Is responsible for witness testing and acceptance of fire protection and life safety systems for new construction, major renovation, and rehabilitation projects; is the certification authority for fire/life/safety systems for building occupancy;
- (9) Develops operational and maintainability criteria for fire protection systems and features for use abroad, ensuring functionality throughout their service lives;
- (10) Inspects facilities abroad to identify and evaluate fire protection requirements; and sets priorities, coordinates, and initiates special maintenance and repair improvements for posts;
- (11) Manages a dedicated fire protection system rehabilitation program, providing essential life safety features to facilities abroad;
- (12) Investigates fires at posts abroad when the incidents result in injury or death, arson is suspected, mission capability is interrupted, a large monetary loss is experienced, or when in the best interests of the Department;
- (13) Provides, based on fire safety evaluations, certain fire safety equipment to post;
- (14) Maintains representation in professional fire protection organizations; participates in model fire protection code development, interpretation, and enforcement; and maintains a reference library of codes, standards, and fire protection methodologies for use throughout the Department;
- (15) Consults and/or provides technical expertise to posts and other OBO customers on fire protection-related matters; and
- (16) Develops, maintains, and executes OBO's Emergency Action Plan for facilities abroad.

## **1 FAM 286.4 Office of Residential Design and Cultural Heritage (OBO/OPS/RDCH)**

*(CT:ORG-222; 10-29-2009)*

The Office of Residential Design and Cultural Heritage (OBO/OPS/RDCH):

- (1) Directs the interior planning, design, and provision of new or replacement furniture and furnishings for all ambassadorial, deputy chief of mission, and consul general (when principal officer) residences (furnishings for renovation of representational residences are OBO-funded);
- (2) For designated representational residential properties, provides space planning and interior design support for post-managed renovation projects and newly leased facilities, and reviews design documentation, ensuring assigned projects comply with programmed scopes of work, building codes, and design budgets;

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- (3) Participates in resolving representational residential interior design issues and changes during construction; provides project documentation and coordinates installation of furniture and furnishings with posts; maintains a comprehensive library of references for interior building codes, design standards, catalogues and samples of manufacturers' products and technical data, as well as computer-assisted design drawings, floor plans, photos, etc., related to all projects;
- (4) Provides detailed briefings to ambassadors, deputy chiefs of mission, consuls general and other post personnel on representational residences and related issues; instructs general services officer and deputy chief of mission spouse classes on the regulations and policies related to representational properties;
- (5) Provides ongoing post support on all representational properties and furniture and furnishings-related issues;
- (6) Manages and protects culturally significant properties and assets overseas;
- (7) Develops a world class stewardship program dedicated to the proper conservation and maintenance of the Department's cultural and historical properties and assets;
- (8) Complies with Federal Regulations and the President's Management Agenda to manage and maintain historic properties which are on the applicable country's list or equivalent of the National Register;
- (9) Provides advice, funding, and administrative support for activities of the Cultural Resources Committee, a multi-disciplinary working group that identifies historically, architecturally, and culturally significant property abroad and recommends to the OBO Director properties to be considered for application for the Secretary of State's Register of Culturally Significant Property;
- (10) Provides advice, training, and support to cultural assets managers, who are responsible for maintenance and conservation of cultural properties and assets, and the training and management of cultural asset specialists;
- (11) Establishes a Maintenance Guide for Culturally Significant Properties abroad;
- (12) Identifies alternative project funding sources such as gift funds and grants;
- (13) Conducts training programs, workshops and courses for the care and preservation of buildings, antiques, and other cultural objects;
- (14) Identifies and preserves cultural heritage objects owned by the Department in its properties abroad; provides guidance and funding for assessment, documentation, conservation, and restoration of objects with historic importance, antiquity, or intrinsic value; and maintains an inventory of heritage objects;

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- (15) Develops and coordinates interior planning and design criteria for U.S. cultural properties and assets; assists in the preparation of scopes of work, cost estimates, solicitations, and negotiations for the acquisition of architecture and engineering services, supplies, and other contract providers; and
- (16) Develops post maintenance plans with the assistance of the post facility managers, cultural asset managers, and OBO, for the maintenance, repair, and renovation of heritage maintenance properties.

## **1 FAM 286.5 Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM)**

*(CT:ORG-222; 10-29-2009)*

The Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM):

- (1) Plans, oversees, directs, and controls the Department's overall safety, health, environmental, and environmental health programs to assist posts abroad in meeting Department requirements, Occupational Safety and Health Administration (OSHA)-specific requirements and environmental laws, as well as Federal laws and standards; and conducts short- and long-range planning to determine a strategic approach for meeting established program goals and objectives;
- (2) Supports the OBO Managing Director for Operations in the role of Deputy Designated Agency Safety and Health Official (DASHO), in order to meet the OSHA-related responsibilities in support of the DASHO;
- (3) Assists Department headquarters organizations in integrating appropriate safety, health, environmental, and environmental health requirements into their operations abroad;
- (4) Ensures the protection of Department employees, family members, and visitors at posts abroad from environmental or occupational safety and health hazards and reduces costs due to mishaps, operational disruptions, and the impact of operations on the environment;
- (5) Develops and issues safety, health, and environmental requirements, criteria, standards, and policies for posts abroad, and ensures technical and program management support to meet those requirements;
- (6) Performs SHEM program audits and assessments to evaluate SHEM performance and assist posts in interpreting and implementing Department and Federal requirements; provides education/training activities to enable posts to improve safety and health performance and eliminate deficiencies;
- (7) Appoints Class A Mishap Boards (see 15 FAM 922) to investigate and analyze major accidents, occupational illnesses, injuries, and environmental contamination incidents at posts abroad;



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- (8) Serves as the focal point for all safety, health, environmental, and environmental health matters at posts abroad, providing information for the DASHO's Annual Report to the Secretary of Labor;
- (9) Oversees and directs special studies to investigate, evaluate, and resolve safety, health, or environmental issues/problems affecting Department activities at posts abroad or to establish information for developing and issuing policies and procedures;
- (10) Develops, oversees, controls and issues policies, programs, and procedures to minimize the impact of environmental pollution on the health of Department employees abroad; conducts environmental site assessments of chemical or petroleum material spills to identify related environmental hazards, define risk levels, and identify/direct appropriate actions to meet regulatory requirements, and environmental site assessments for new property acquisitions; and
- (11) Develops, oversees, and controls the Department's environmental health programs, assessing and making program recommendations to minimize the impact of the environment, (i.e., radiation, water quality, air pollution, and indoor air quality) on the health of employees and their families abroad.

## **1 FAM 287 DEPUTY DIRECTOR FOR RESOURCE MANAGEMENT (OBO/RM)**

*(CT:ORG-222; 10-29-2009)*

The Deputy Director for Resource Management (OBO/RM):

- (1) Advises the Director of the Bureau of Overseas Buildings Operations on OBO's budget and financial planning matters, human resources matters, information resources matters, administrative matters, and policy formulation/issues;
- (2) Oversees, in coordination with other OBO offices, the bureau's financial resources; human resources; information management; policy formulation, analysis, and coordination; and administrative support services;
- (3) Directs the bureau's development and coordination of policy and information papers in support of its Congressional and legislative activities; and serves as the focal point for responding to inquiries from other external entities (such as the Office of the Inspector General (OIG), the Government Accountability Office (GAO), and other agencies), and from Department senior management and other Department of State bureaus;
- (4) Serves as OBO's representative on the Senior Assessment Team (SAT) and the Management Control Steering Committee (MCSC), both dealing with the internal controls on financial transactions and issues pertaining to the

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Department's Audited Financial Statements;

- (5) Provides direct management oversight to the following OBO/RM offices:
  - (a) Office of the Executive Director (OBO/RM/EX);
  - (b) Office of Financial Management (OBO/RM/FM); and
  - (c) Office of Policy and Program Analysis (OBO/RM/P);
- (6) Has the rank administratively equivalent to a deputy assistant secretary.

## **1 FAM 287.1 Office of the Executive Director (OBO/RM/EX)**

*(CT:ORG-222; 10-29-2009)*

The Executive Director of the Bureau of Overseas Buildings Operations (OBO/RM/EX):

- (1) Provides executive management and administrative services to all offices and staff within the bureau. These services include human resources management, information resources management, and general services. OBO/RM/EX advises the OBO Director and Deputy Director for Resource Management on issues related to these services;
- (2) Coordinates and communicates with the various bureau offices on overall Department and bureau management and administrative policy requirements; and
- (3) Designs, develops, implements, enhances, and maintains bureau administrative systems.

## **1 FAM 287.1-1 Human Resources Division (OBO/RM/EX/HR)**

*(CT:ORG-222; 10-29-2009)*

The Human Resources Division (OBO/RM/EX/HR):

- (1) Provides human resources services, including advising, developing, and implementing actions on position classification, position management, recruitment and staffing, assignments and transfers, equal employment opportunity, career development and training, counseling, performance appraisals, awards, reporting, and special projects for all employees (GS, FS, and PSC);
- (2) Provides advice and assistance on human resources management policies, procedures, and operations;
- (3) Develops policies and administers the human resources authorization system for both direct-hire and personal services contract staff;
- (4) Provides assistance necessary to obtain, compensate, develop, use, and

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retain an effective work force;

- (5) Serves as principal OBO contact with Department of State and other bureaus' human resources offices to integrate OBO's human resources programs with overall human resources policy, guidance, standards, and procedures;
- (6) Assesses human resources management conditions throughout the organization, identifying problem areas, and developing corrective measures; and
- (7) Develops control procedures for personal services contract staff.

**1 FAM 287.1-2 Management Support Division  
(OBO/RM/EX/MSD)**

*(CT:ORG-299; 02-25-2013)*

The Management Support Division (OBO/RM/EX/MSD):

- (1) Formulates OBO's internal general services administrative management policies and procedures and is responsible for administrative oversight, management activities, and business operations;
- (2) Implements and manages the bureau's security program for staff and domestic facilities, ensures security clearance requirements, provides knowledge of security regulations and procedures, and coordinates domestic facility access control liaison on personal and physical security with *DS*; manages the bureau's continuity of operations plan and recovery from a domestic emergency;
- (3) Develops, integrates, and manages the bureau's plan to ensure response and recovery from any domestic emergency, and manages the continuity of operations program (COOP); assists with emergency management awareness and training; develops, implements, and coordinates emergency activities plans in partnership with the Office of Operations in the Bureau of Administration (A/OPR) and with *DS* representatives;
- (4) Provides overall direction to OBO staff regarding the Department's travel regulations and serves as the bureau administrator on travel management; formulates travel procedures and processes consistent with Department policies and provides travel guidance on travel orders, travel claims, and travel lodgings; requests diplomatic and official passports for OBO employees and provides visa and passport services;
- (5) Manages the bureau's space needs in coordination with the Office of Real Property Management in the Office of Operations of the Bureau of Administration (A/OPR/RPM); manages and assigns all OBO space allocations; conducts office space allocation surveys and promotes efficient use of space assignments; provides project implementation management and resources and moving services and ensures that space is consistent

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with DS security standards;

- (6) Manages procurement of furniture, office supplies, and nonexpendable equipment (excluding information technology (IT) hardware and software); requisitions regulatory and specialty publications forms; operates an off-the-shelf supply room; and serves as principal custodial officer for the bureau;
- (7) Provides courier and mail room services;
- (8) Responsible for receipt of goods and services; confirms authentication of bills for payment; and monitors the Imprest Fund;
- (9) Directs and administers for OBO:
  - (a) Travel card and U.S. Government purchase card programs;
  - (b) Wireless information devices, such as data organizers, telephone pagers, cellular telephones;
  - (c) Repair and maintenance service contracts;
  - (d) Parking program; and
  - (e) U.S. Government-leased vehicles and shuttle/van services;
- (10) Serves as liaison to other bureaus to coordinate OBO's administrative and domestic facility maintenance needs and to ensure compliance with overall Department policy guidance, standards, and procedures.

**1 FAM 287.1-3 Information Resource Management Division  
(OBO/RM/EX/IRM)**

*(CT:ORG-222; 10-29-2009)*

The Information Resource Management Division (OBO/RM/EX/IRM):

- (1) Formulates plans, architecture, strategies, budgets, policies, procedures, and standards, and provides program management to ensure success in information technology (IT) initiatives throughout the Bureau of Overseas Buildings Operations (OBO);
- (2) Determines performance metrics, measures IT service performance, and initiates changes to enhance efficiency and effectiveness;
- (3) Determines OBO business, technical, and user requirements for information technology and implements solutions based on Federal regulatory statutes and Department policy;
- (4) Formulates internal policy, provides program direction, and establishes standards regarding the organization and maintenance of OBO's automated database assets;
- (5) In coordination with the Bureau of Information Resource Management (IRM), manages the operation of IT systems in OBO and supplies,

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manages, and maintains hardware, software, peripherals, and allied equipment to ensure continued and uninterrupted operational capability and adherence to OBO and Department of State policies;

- (6) Serves as principal OBO contact with Department of State and other bureaus' information resource management (IRM) offices and others to integrate OBO IT needs with overall IRM policy, guidance, standards, and procedures;
- (7) Provides and coordinates information technology training for OBO users per Department of State, IRM, and OBO plans;
- (8) Manages the OBO information systems security program per Federal regulatory statutes and Department policy, including personal, physical, industrial, and information systems security; and
- (9) Implements service-level agreements with both internal and external stakeholders to consolidate and align the support of OBO server management, desktop support, wire management, and printer management with both IRM and OBO organizational elements.

## **1 FAM 287.2 Office of Financial Management (OBO/RM/FM)**

*(CT:ORG-299; 02-25-2013)*

The Office of Financial Management (OBO/RM/FM):

- (1) Provides accounting, budgeting, and financial management services for OBO programs;
- (2) Formulates and directs preparation of documentation for the annual budget for the Embassy Security, Construction, and Maintenance (ESCM) Appropriation submissions to the Department, the Office of Management and Budget, and the Congress, and prepares notifications and *reprogramming* required by Congress;
- (3) Maintains budget and financial controls system to ensure OBO program budgets are executed consistent with enacted appropriations, committee reports, apportionments, allotment authorities, approved financial plans, and statutes, e.g., Foreign Service Buildings Act;
- (4) Directs the financial planning and resource allocation process for OBO programs;
- (5) Receives vendor invoices and processes payments for all OBO domestically administered procurement actions;
- (6) Provides policy guidance to OBO managers on budget and financial management issues;
- (7) Identifies areas where financial systems should be modified to permit more

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workable procedures or effective reporting;

- (8) Analyzes accounting input from other elements, both internal and external to OBO, for propriety of charges;
- (9) Determines the cost accounts and financial reports that will best serve management; and
- (10) Accepts, issues, and maintains all fund authorizations for multiple appropriations and program reimbursements.

## **1 FAM 287.3 Office of Policy and Program Analysis (OBO/RM/P)**

*(CT:ORG-299; 02-25-2013)*

The Office of Policy and Program Analysis (OBO/RM/P):

- (1) Coordinates the development of OBO policies, procedures, revisions to the Foreign Affairs Manual, and memoranda of understanding in support of OBO's programs to meet the needs of the Department, other U.S. Government agencies, and Foreign Service posts;
- (2) Develops and coordinates position, decision, and information papers; reports; articles; press releases; and program/project justifications and explanations; prepares presentations on all aspects of OBO to others in the Department of State (including the Secretary and the Under Secretary for Management), other agencies, the Office of Management and Budget (OMB), the Congress, the White House, and the private sector;
- (3) Supports the Congressional and legislative activities of OBO and contributes to those of the Department by developing and coordinating periodic reports to Congress, responding to Members and constituents, providing materials for hearings, monitoring legislation, and preparing legislative proposals that affect OBO's basic authorities and appropriations;
- (4) Provides liaison with the Office of the Inspector General (OIG) and the Government Accountability Office (GAO) and coordinates OBO responses to their audits and inspections;
- (5) Formulates, in coordination with OBO offices and Department of State elements, OBO's Bureau Strategic Performance Plans; contributes to development of OBO's Long-Range Overseas Buildings and Long-Range Overseas Maintenance Plans; serves as OBO liaison to performance planning in the Department; and develops and coordinates OBO's input to OMB's Performance Assessment Rating Tool exercises, *or successor programs*;
- (6) Acquires and maintains reference materials related to OBO activities; and researches and provides information and interpretations on policy and other OBO issues;



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Organization and Functions

- (7) Conducts, *as directed, special studies*, analyses, and independent evaluations to provide information to *the OBO RM Deputy Director and other* senior management and to develop recommendations to improve organization or program effectiveness; and coordinates OBO's competitive sourcing initiative, *in accordance with the Federal Activities Inventory Reform (FAIR) Act*;
- (8) *Ensures OBO's compliance with the Department's Internal Management Controls Program as required by the Federal Managers' Financial Integrity Act, assessing the effectiveness of internal accounting and administrative controls; and*
- (9) *Monitors and coordinates OBO's performance measures in accordance with the Government Performance and Results Act and other internal policies, Federal mandates, and regulations.*

## **1 FAM 288 AND 289 UNASSIGNED**

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## 1 FAM Exhibit 281.2

# BUREAU OF OVERSEAS BUILDINGS OPERATIONS (OBO)

*(CT:ORG-299; 02-25-2013)*

